

Job Title:	Grants Analyst 3	Job Category:	Executive Service
Department/Group:	ECD/Community & Rural Development	Job Code/ Req#:	
Location:	Nashville, Tennessee	Travel Required:	Yes
Level/Salary Range:	\$40,000 - \$47,000	Position Type:	Full-time
Anticipated Start Date:	As soon as possible	Posting Expires:	When Filled
Resumes Accepted By:			
E-MAIL: (PREFERRED) Ecd.jobs@tn.gov Subject Line: Attention: HRO: Grants Analyst 3			
Job Description			
ROLE AND RESPONSIBILITIES <p>Under the supervision of the Federal Grants Program Director of Rural Development for the Department of Economic and Community Development, the Grants Analyst 3 position is responsible for:</p> <ul style="list-style-type: none"> • General Grant Management – effectively manage an assigned group of approximately 40 to 60 grants, including processing change orders, bid tabulations, plans and specifications, close-out paperwork, etc. • Application Review - take on a participatory role in reviewing CDBG applications; includes reviewing applications for content completeness, and competitive scoring based on need. • Monitoring and Technical Assistance – provide technical for new newly assigned grantees to explain the CDBG process, rules, and regulations; periodic on-site monitoring and desk reviews of grantees to ensure program compliance. • Updating of Program Manual – participation in the annual updates to the program manual as needed to maintain compliance with CDBG rules and regulations. QUALIFICATIONS AND EDUCATION REQUIREMENTS <ul style="list-style-type: none"> • Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time increasingly responsible professional grants analytic work. • Substitution of Education for Experience: Additional graduate coursework in business administration, public administration, or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years. • Substitution of Experience for Education: Qualifying full-time professional grants analytic experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years (36 quarter hours/24 semester hours are equivalent to one year) OR • Four years of increasingly responsible professional grants analytic experience with the State of Tennessee. 			

Preferred Experience:

- One or more years working with a HUD grant program

Preferred Skills

- Strong organizational skills.
- Aptitude to serve with a focus on excellence in customer service.
- Strong oral and written communication skills.
- Mastery of Microsoft Office products (Excel, Word, Outlook, PowerPoint).
- Proficiency using Customer Relationship Management (CRM) software (Microsoft Dynamics, Salesforce, etc.).
- Strong critical thinking and analytical skills.

ADDITIONAL NOTES

About the Department of Economic & Community Development: The Department of Economic & Community Development (ECD) is focused on helping achieve Governor Lee's goal of making Tennessee the No. 1 location in the Southeast for high quality jobs. ECD seeks to recruit new businesses to locate in the state and to assist existing businesses grow their Tennessee workforce. The department works with a diverse set of constituencies including businesses, local governments, other state agencies and regional economic development groups to equip Tennessee communities with business-ready infrastructure and workforce to succeed in the 21st century global business environment.